

# Working 4 Utah FAQs

Information for DAS Employees  
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## Q: What will be the standard business hours for state offices?

A: Standard business hours for Department of Administrative Service offices will be 7 A.M. – 6 P.M. Monday through Thursday. Division directors have the ability to approve shifts that begin as early as 6 A.M. and end as late as 7 P.M. based on individual exceptions provided that office coverage is maintained throughout standard business hours. Individual accommodations requiring work hours prior to 6:00 A.M. or ending later than 7 P.M. will require completion of department "ALTERNATIVE WORK AGREEMENT" (see the DAS Working Conditions Policy) and notification to the Executive Director.

**Q: When will the 4/10 hour shifts and Monday through Thursday schedule go into effect?**

A: The 4 day - 10 hour shifts and Monday through Thursday schedule go into effect for all agencies on August 4, 2008. This program will remain in effect until September 2009. At that time, the program will be evaluated by the Governor's Office and a determination made as to continuing or discontinuing the program.

**Q: Will there be a transition period for employees to manage day care and other personal scheduling issues?**

A: Yes. Division management will have flexibility during the implementation of the compressed work week to help employees transition to new schedules. This will be individual to each agency as they work to ensure that customer service needs are met.

**Q: How will holidays be handled?**

A: Employees will work on Columbus Day. In exchange for working on this holiday, the State will provide 10 hours of holiday leave for the remaining 10 holidays. All employees (4/10's, 5/8's, or other work schedules) will receive the 10 holiday hours on each holiday. Employees that work 4/10's will only work 30 hours on weeks where the celebrated holiday falls on a Friday (not until July 4th and 24th next year). Employees that work 5/8's will only work 30 hours on every week that includes a holiday (beginning on Labor Day this year).

**Q: How will the 4/10's schedule affect lunch and breaks?**

A: The DAS Working Conditions policy requires a minimum 30-minute lunch period. The lunch period may not be omitted to shorten the day. Breaks will remain the same.

**Q: Will overtime requirements change?**

A: No. The same rules will apply to overtime for 10-hour shifts.

**Q: What if an employee is unable to work a 10-hour shift?**

A: Employees who are not able to work a 10-hour shift (i.e. ADA) may negotiate with their division director for alternative shifts providing any necessary documentation.

**Q: Will "on-call" for weekends now include Fridays?**

A: This will be at division discretion based on customer service needs.

**Q: Can I continue to work 5/8's and just telecommuting on Fridays?**

A: During implementation period, there will be flexibility on this. After implementation and during the one-year pilot, the general rule will be Monday through Thursday unless *program* needs dictate otherwise. Generally, employees will not be permitted to telecommute on Fridays to ensure that programs are covered 7 AM to 6 PM Monday through Thursday.

**Q: If I ride public transportation, can I count my commute time as work time?**

A: No. Commute time does not count as time worked.

**Q: Does this affect exercise time?**

A: The Department's Exercise and Health Activity policy continues to allow 30 additional minutes of release time three times a week for employees to engage in a regular program of aerobic exercise and health improvement.

**Q: Can I wear casual dress on Thursdays?**

A: Administrative Services will not participate in a casual Thursday program. Employees should dress professionally to meet the demands of their position each day.

**Q: Will pay periods and paydays change?**

A: No. Pay periods and paydays will remain the same.

**Q: Where can I find additional information about *Working 4 Utah*?**

A: Several resources are available:

- Governor Huntsman's announcement of the *Working 4 Utah* initiative is available at [http://www.utah.gov/governor/news\\_media/article.html?article=1724](http://www.utah.gov/governor/news_media/article.html?article=1724).
- Governor Huntsman's Executive Order 2008/0006, issued July 31, 2008, is available at [http://www.utah.gov/governor/news\\_media/article.html?article=1837](http://www.utah.gov/governor/news_media/article.html?article=1837).
- The State *Working 4 Utah* Hotline phone number is 801-538-1808. It will be staffed on Fridays through December to provide information to the public about operational hours and online capabilities for state government services.

